



# Planning Your PowerPoint Presentation

A good presentation requires preparation before you ever sit down at the computer.

## PLANNING CHECKLIST

- ☒ Have you thoroughly researched your topic?
- ☒ Have you gathered all the elements (movies, scanned images, clip art, sounds, photos) you plan to use in your project and saved them in one folder on your computer's desktop?
- ☒ Have you kept track of references you have used? It's important to give credit to all the resources you use for your project.
- ☒ Does your plan make the best use of HyperStudio's multimedia capabilities? Limit the amount of text and instead use animation, graphics, photos, sound, and movies to help deliver your message.
- ☒ Have you created a detailed storyboard for your project?